

# PURCHASING UPDATE



division of  
**Purchasing and  
General Services**

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## Procurement Forms

*Krysta Countryman, State Contract Analyst*

As procurement professionals, we at the Division of Purchasing know that the procurement process can be daunting, confusing, and sometimes difficult. Between the Procurement Code, Administrative Rule, and agency policies it's easy to feel lost. [The value of a good form is known to be worth gold in the world of procurement. A well designed and written form can take lengthy sections of Procurement Code, Rule, and Policy, that seems as though only a lawyer could understand, and turn it into a streamlined process in laymen's term.](#)

The Division of Purchasing offers a variety of forms to take some of this burden off of your plate. Forms available for use include contract, amendment, purchase orders, terms and conditions, and forms for the Division of Technology Services. To obtain a copy of these forms, visit [purchasing.utah.gov](http://purchasing.utah.gov). Select Purchasing Forms from the ribbon at the top of the web page. Once the Purchasing Forms webpage loads, use the menu on the left side of the web page to select a category. Download the form you would like to use by clicking the link next to the form.

# JUST THE FAQs

## Statewide Cooperative Contracts

By: Kim Clausing, State Contract Analyst

**Question:** Do you know if I can get this item on Statewide Cooperative Contract?

**Answer:** Use the search engine on [statecontracts@utah.gov](mailto:statecontracts@utah.gov) to search items available on contract. Use general terms to search for items. For example: audio visual equipment can help you locate a camera contract. Click "View Details" to proceed to the landing page. View "Other Documents" to see if specific items are listed. Instructions are included on the landing page of each Statewide Cooperative Contract. Reading through the instructions is important. Also, a comparison of Statewide Cooperative Contracts with the same items is important as well.

**Question:** I found the item cheaper not on a State Cooperative Contract?

**Answer:** Finding an item cheaper doesn't mean it is an equal quality item to what is on the contract. One should also consider other factors when comparing a Statewide Cooperative Contract with other vendors. Warranty, service plans, quality, assembly, delivery, etc., can add cost but are beneficial to agencies. Consider that State Cooperative Contracts do not take overhead costs of the process of procurement through the Agency's management as well as State Procurement Office time. Process time and management oversight of an item that seems to be less expensive needs to be taken into consideration.

Also, ask a Statewide Cooperative Contract Vendor if there are other available discounts. Is this the best and final price? It never hurts to ask the Statewide Cooperative Contract what more they could do or offer any additional discounts (e.g. bulk discounts).

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It is important to note that if you wish to make any changes to the forms provided on our website, you must first receive approval from your agency's Assistant Attorney General. If you from another public entity, we highly recommend consulting with your legal representatives before using or changing the Division's forms.

The buck doesn't stop with a well written form. In the last 5 years, the Procurement Code and Administrative Rule R33 have gone through many changes and we don't see that ending. This means that procurement forms must be regularly reviewed and updated. If the form you are using is over 6 months old, we recommend that you retire the form and download a new version to ensure that you remain up to date.



## Important Information

The Online Marketplace portfolio **will be replacing the Office and School Supplies portfolio which expires at the end of December 2022.** Read to learn more.

### Omnia Partners Online Marketplace Portfolio

*Michael Glenn, Assistant Director*

UPDATE: The Online Marketplace portfolio **will be replacing the Office and School Supplies portfolio which expires at the end of December 2022.**

The State of Utah recently ran a solicitation for Online Marketplace services as the lead state for Omnia Partners. Omnia Partners is a cooperative organization that has many contracts to help provide goods and services to public entities throughout the United States. This portfolio was created to provide online marketplaces for a wide range of goods and services.

The State of Utah's solicitation resulted in 5 contractors being awarded Master Agreements with Omnia:

**MA3457 – Amazon.com**

**MA3458 – CDW**

**MA3459 – Office Depot**

**MA3460 – Chariot Group**

**MA3461 – Grainger**

These contracts, although they look like standard State of Utah Cooperative Contracts, are agreements between the vendor and Omnia Partners. As a result, prior to an Executive Branch Agency using any of these agreements, there must be an executed Participating Addendum in place between the State of Utah and the vendor.

Similar to individual contracts, this portfolio has been uploaded to our Statewide Cooperative Contract website, however, it has been uploaded as the full portfolio since the contracts are listed as Master Agreements with Omnia and the vendors. The portfolio's landing page is number

LS100 and titled Online Marketplace Master Agreements. Both of these are searchable in order to bring up the portfolio. Since this is not an individual contract landing page, none of the vendor names are searchable terms within the Statewide Cooperative Contract search page.

More information can be found on the portfolio landing page (LS100 – Online Marketplace Master Agreements) on our State Cooperative Contract portion of our website. All the Master Agreements, as well as the solicitation document can be found there.

We have established Participating Agreements for the following contracts in this portfolio:

MA3457 – Amazon: This is in progress and will be listed under contract # MA3787.

MA3460 – Chariot Group: This PA is live and is listed under contract # MA3672

The current State of Utah Amazon Business Account has moved from contract MA3273 to this new MA3787. There is no action required for anyone under the current State Business Account and the transition will be seamless for you.

Reach out to the Division of Purchasing with any questions you may have.

## IMPORTANT

MA1596—Staples contract has been extended through March 2023. A new NASPO contract is anticipated at that time.

## Publicizing Awards for Request for Proposals

An important part of the Request for Proposals process is the award justification statement. The code 63G-6a-707 (10) states that at the conclusion of the evaluation process, an evaluation committee shall prepare and submit to the procurement unit a written statement that recommends a proposal for an award of a contract, if the evaluation committee decides to recommend a proposal, contains the score awarded to the recommended proposals based on the criteria stated in the request for proposals; and, explains how the recommended proposal provides the best value to the procurement unit.

When you're working on your award justification statement, don't forget these important pieces of rule: R33-7-802. Publicizing Awards.

*(1) The following shall be disclosed after receipt of a GRAMA request and payment of any lawfully enacted and applicable fees: . . .*

*(e) the final scores used by the evaluation committee to make the selection, except the names of the individual scorers shall not be associated with their individual scores or rankings.*

So when you post your justification statement an include scores make sure to change each evaluator's names to "Evaluator 1", "Evaluator 2" or something similar.

Also keep in mind other protected information that should not be provided on your justification statement or by GRAMA request.

R33-7-802 (2) . . . *Additional information that will not be disclosed by the governmental entity at any time to the public including under any GRAMA request:*


- (a) the names of individual scorers or evaluators in relation to their individual scores or rankings;*
- (b) any individual scorer's or evaluator's notes, drafts, and working documents;*
- (c) non-public financial statements; and*
- (d) past performance and reference information, which is not provided by the Offeror and which is obtained as a result of the efforts of the governmental entity. To the extent such past performance or reference information is included in the written justification statement; it is subject to public disclosure.*





## NEW DIRECTOR of UCI

Utah Correctional Industries has a new director, Shane Welch. When seeking a determination to use a source other than UCI, the agency must email Shane Welch ([shanewelch@utah.gov](mailto:shanewelch@utah.gov)) and Windy Aphayrath. Approval from both directors is required with Shane providing the first response. For additional information, see [63G-6a-804](#).



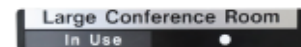
# NOW OPEN!

NEW LOCATION. SAME HIGH QUALITY PRODUCTS.

### SIGNAGE

UCI signs are available in aluminum, wood, or recycled plastic with sign surfaces also available in a variety of materials. From standard road signs to custom vehicle decals, the UCI Sign Shop is the answer to all of your signage needs. Options include:

- Interior Signage
- Large Format Signage
- Exterior Signage
- Road Signage
- Forest Service Signage



## COME VISIT OUR NEW SHOWROOM

1480 North 8000 West  
Salt Lake City, UT 84116



### MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

### VISION

Building a better community through career development.

### DID YOU KNOW UCI CAN OFFER...

**PRINTING | EMBROIDERY/SCREEN PRINTING  
FURNITURE | SEATING/UPHOLSTERY  
CONSTRUCTION | DOCUMENT SCANNING  
SIGNAGE | SEWING**

View the "**UCI First**" State Use Law (63G-6a-804)  
**QUESTIONS? CONTACT US AT 801-522-7931**  
[UCI.UTAH.GOV](http://UCI.UTAH.GOV)

## Spotlight Article



**Becky Jones**

Hello, I'm Becky Jones, I just moved from Albuquerque N.M. to Utah on the last weekend of October. I'm a mother to two amazing young men, Austin Jones, who passed away but is with me each and every day and, Tanner Jones, who is a junior in College at the University Of New Mexico. My boys are my entire world and I would say everything I do

outside of work revolves around them. I love it here in this beautiful state and like to go to new restaurants. I'm still trying to find a great New Mexican Restaurant with Red and Green Chile like NM and who serves sopapillas. I love to go to Broadway shows at Eccles Theater, NBA games, and lots of comedy shows. I'm still getting used to this cold weather, although we get snow in NM, this state has a different kind of cold.

### Q And A

**Question: What is the best vacation you have been on?**

**Answer:** My best vacation was a cruise on Royal Caribbean to Haiti, Jamaica and Cancun Mexico. I loved seeing my boys have such an amazing time and seeing different cultures.

**Question: What is your biggest fear?**

**Answer:** My biggest fear is losing another child.

**Question: If you could have dinner with one famous person who would it be?**

**Answer:** I would have dinner with Justin Hartley, he is my favorite male actor and he was Kevin on This Is Us and Adam on my soap opera, The Young and the Restless.

## PROCUREMENT TRAINING

### BROWN BAG LEARNING SERIES (BBLs)

**DATE:** January 19, 2022

**TIME:** 12— 1PM

**TOPICS:** What About the Legislative Session?

**PLACE:** Webinar

### OTHER TRAINING OPPORTUNITIES

**BBLS:** 02/16/2023

**UT-NIGP:** 03/02/2023

**Sustainable Purchasing Summit:** 03/16/2023

**BBLS:** 04/20/2023

**UT-NIGP:** 05/18/2023

**PEP Seminar:** 06/15/2023

### How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Jessika Huhnke, [jessikahuhnke@utah.gov](mailto:jessikahuhnke@utah.gov)

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[Purchasing.utah.gov](http://Purchasing.utah.gov)

Hours: 8:00 am—5:00 pm M-F

